

INSTRUCTIONS

The information listed below is provided to assist you in preparing your monthly reports.

1. DUE DATE

- Please submit this report to the Department of Licensing by the 10th of the following month.
- To avoid delay and additional costs, please maintain a copy of all report sheets for each report in your files.

2. SUPPORTING DOCUMENTS

- The assigned number must be clearly marked and legible for all vehicles on all documents submitted with the report.
- Titles and releases of interest should be signed by the legal owner.
- All copies of original documents must be notarized.
- License plate numbers and vehicle identification (VIN) numbers should be clearly legible on each document.

3. FILLING OUT THE MONTHLY REPORT

- A-G:** Please fill out each section completely, for each vehicle you are reporting.
- E:** Please list all supporting documents that are attached to the report.
- F:** Please list the license plate number of the car and the state in which it was titled.
- G:** The date the car was purchased by you, and from whom you purchased this vehicle **MUST** be included.
- Your signature, witnessed by a notary, completes the form.
 - *If no vehicles are received during the month, simply write "NONE", sign and send the report to the department.*

TO FILL THE FORM ON-SCREEN, CLICK IN THE "BUSINESS NAME" FIELD, THEN TAB THRU THE FORM OR USE THE MOUSE TO POSITION THE CURSOR IN THE DESIRED FIELD. WHEN DONE, PRINT THE DESIRED NUMBER OF COPIES. TO CLEAR THE FORM, CLICK ON THE RESET BUTTON.

